

INSTRUCTIONS TO AUTHORS SUBMITTING ARTICLES TO THE JOURNAL OF ARACHNOLOGY

(instructions last revised September 2008)

General: Manuscripts must be in English and should be prepared in general accordance with the current edition of the *Council of Biological Editors Style Manual* unless instructed otherwise below. Use the active voice throughout. Authors should consult a recent issue of the *Journal of Arachnology* for additional points of style. Manuscripts longer than three printed journal pages (12 or more double-spaced manuscript pages) should be prepared as Feature Articles, shorter papers as Short Communications. One invited Review Article will be published in the first issue of each year at the discretion of the editors. Suggestions for review articles may be sent to the Managing Editor. Unsolicited review articles are also welcomed. All review articles will be subject to the same review process as other submissions.

Submission: Submissions must be sent electronically in Microsoft Word (or Word compatible) format. Large plates and figures may be sent as pdf or jpg files. Send submissions to the Managing Editor of the *Journal of Arachnology*: **Douglass H. Morse, Managing Editor, Hermon Carey Bumpus Professor of Biology Emeritus, Department of Ecology & Evolutionary Biology, Box G-W, Brown University, Providence, RI 02912 USA** [Telephone: 401-863-3152; Fax: 401-863-2166; E-mail: d_morse@brown.edu]

The Managing Editor will acknowledge receipt of the manuscript, assign it a manuscript number and forward it to an Associate Editor for the review process. Correspondence relating to manuscripts should be directed to the Associate Editor and should include the manuscript number. If the manuscript is accepted, the author will be asked to submit the final copy electronically to the Associate Editor. Submission of final illustrations is detailed below. Authors are expected to return revisions promptly. Revised manuscripts that are not returned in a reasonable time period (no longer than six months for minor revisions and one year for major revisions) will be considered new submissions.

Voucher Specimens: Specimens of species used in your research should be deposited in a recognized scientific institution. All type material must be deposited in a recognized collection/institution.

FEATURE ARTICLES

Title page.—The title page includes the complete name, address, and telephone number of the corresponding author; a FAX number and electronic mail address if available; the title in upper and lower case, with no more than 65 characters and spaces per line in the title; each author's name and address; and the running head.

Running head.—The author's surname(s) and an abbreviated title should be typed in all capital letters and must not exceed 60 characters and spaces. The running head should be placed near the top of the title page.

Abstract.—The heading should be placed at the beginning of the first paragraph set off by a period. A second

abstract, in a language appropriate to the nationality of the author(s) or geographic region(s) emphasized, may be included.

Keywords.—Give 3–5 appropriate keywords or phrases following the abstract. Keywords should not duplicate words in the title.

Text.—Double-space text, tables, legends, etc. throughout. Three levels of heads are used.

- The first level (METHODS, RESULTS, etc.) is typed in capitals and centered on a separate line.
- The second level head begins a paragraph with an indent and is separated from the text by a period and a dash.
- The third level may or may not begin a paragraph but is italicized and separated from the text by a colon.

Use only the metric system unless quoting text or referencing collection data. If English measurements are used when referencing collection data, then metric equivalents should also be included parenthetically. All decimal fractions are indicated by a period (e.g., –0.123). Include geographic coordinates for collecting locales if possible.

Citation of references in the text: Cite only papers already published or in press. Include within parentheses the surname of the author followed by the date of publication. A comma separates multiple citations by the same author(s) and a semicolon separates citations by different authors, e.g., (Smith 1970), (Jones 1988; Smith 1993), (Smith & Jones 1986, 1987; Jones et al. 1989). Include a letter of permission from any person who is cited as providing unpublished data in the form of a personal communication.

Citation of taxa in the text: Include the complete taxonomic citation for each arachnid taxon when it first appears in the manuscript. For Araneae, this information can be found online at <http://research.amnh.org/entomology/spiders/catalog/INTRO2.html>. For example, *Araneus diadematus* Clerck 1757. Citations for scorpions can be found in the *Catalog of the Scorpions of the World (1758–1998)* by V. Fet, W.D. Sissom, G. Lowe & M.E. Braunwalder. Citations for pseudoscorpions can be found in the *Catalogue of the Pseudoscorpionida* by M.S. Harvey. Citations for some species of Opiliones can be found in the *Annotated Catalogue of the Laniatores of the New World (Arachnida, Opiliones)* by A.B. Kury. Citations for other arachnid orders can be found in *Catalogue of the Smaller Arachnid Orders of the World* by Mark S. Harvey.

Literature Cited section.—Use the following style and formatting exactly as illustrated; include the full unabbreviated journal title. Personal web pages should not be included in Literature Cited. These can be cited within the text as (John Doe, pers. website) without the URL. Institutional websites may be included in Literature Cited.

- Carico, J.E. 1993. Trechaleidae: a "new" American spider family. Pp. 305. *In* Proceedings of the Ninth International Congress of Arachnology, Panama 1983. (W.G. Eberhard, Y.D. Lubin & B.C. Robinson, eds.). Smithsonian Institution Press, Washington, D.C.
- Huber, B.A. & W.G. Eberhard. 1997. Courtship, copulation, and genital mechanics in *Physocyclus globosus* (Araneae, Pholcidae). *Canadian Journal of Zoology* 74:905–918.
- Krafft, B. 1982. The significance and complexity of communication in spiders. Pp. 15–66. *In* Spider Communications: Mechanisms and Ecological Significance. (P.N. Witt & J.S. Rovner, eds.). Princeton University Press, Princeton, New Jersey.
- Platnick, N.I. 2006. The World Spider Catalog, Version 7.0. American Museum of Natural History, New York. Online at <http://research.amnh.org/entomology/spiders/catalog/INTRO1.html>
- Roewer, C.F. 1954. Katalog der Araneae, Volume 2a. Institut Royal des Sciences Naturelles de Belgique, Bruxelles. 923 pp.

Footnotes.—Footnotes are permitted only on the first printed page to indicate current address or other information concerning the author. All footnotes are placed together on a separate manuscript page. Tables and figures may not have footnotes.

Taxonomic articles.—Consult a recent taxonomic article in the *Journal of Arachnology* for style or contact the Subject Editor for Taxonomy and Systematics. Papers containing original descriptions of focal arachnid taxa should be listed in the Literature Cited section.

Tables.—Each table, with the legend above, should be placed on a separate manuscript page. Only horizontal lines (no more than three) should be included. Tables may not have footnotes; instead, include all information in the legend.

Illustrations.—Original illustrations should be sent electronically when the manuscript is submitted, preferably in tiff or jpeg format. Distribution maps should be considered figures and numbered consecutively with other figures. (Authors wishing to submit figures as hard copies should contact the Editor-in-Chief for specifications.) At the submission and review stages, the resolution standards may be low as long as editors and reviewers can view figures effectively. Final illustrations must be submitted to the Editor-in-Chief, typically by e-mail or on a CD, to ensure that the electronic versions meet publication standards and that they match the printed copy. All figures should be at least 4 inches wide, but no larger than a sheet of letter-size paper with 1-inch margins all around. The resolution should be at least 300 dpi (or ppi) for halftone or color figures and 1200 dpi for line drawings. A guide to the Digital Art Specs for Allen Press is posted online at: http://www2.allenpress.com/allen_press/apguides/Digital_Art_Spec.pdf. To determine if your electronic figures adhere to the Allen Press specifications, you can also go to <http://verifig.allenpress.com>, type in the password, allenpressmy, and follow the instructions. Color plates can be printed, but the author must assume the full cost paid in advance, currently

about \$1100 US per color plate. Alternatively, an author can opt to have a figure printed in black and white, but for \$30/page have that figure appear in color in the online version of the journal. Most figures will be reduced to single-column width (9 cm, 3.5 inches), but large plates can be printed up to two-columns width (18 cm, 7 inches).

Address all questions concerning illustrations to the Editor-in-Chief of the *Journal of Arachnology*: **James E. Carrel, Editor-In-Chief, Division of Biological Sciences, 209 Tucker Hall, University of Missouri-Columbia, Columbia, MO 65211-7400, USA** [*Telephone*: 573-882-3037; *FAX*: 573-882-0123; *E-mail*: carrelj@missouri.edu]

Legends for illustrations should be placed together on the same page(s) and separate from the illustrations. Each plate must have only one legend, as indicated below:

Figures 1–4. *A-us x-us*, male from Timbuktu. 1, Left leg; 2, Right chelicera; 3, Dorsal aspect of genitalia; 4, Ventral aspect of abdomen. Scale = 1.0 mm.

The following alternate Figure numbering is also acceptable:

Figures 1a–e. *A-us x-us*, male from Timbuktu. a. Left leg; b. Right chelicerae; c. Dorsal aspect of genitalia; d. Ventral aspect of abdomen. Scale = 1.0 mm.

Assemble manuscript.—The manuscript should appear in separate sections or pages in the following sequence; title page, abstract, text, footnotes, tables with legends, figure legends, figures. If possible, send entire manuscript, including figures, as one Microsoft Word document. If figures or plates are large, please separate them from the text and send them as a pdf or jpeg file.

Page charges, proofs and reprints.—Page charges are voluntary, but non-members of AAS are strongly encouraged to pay in full or in part for their article (\$75 / journal page). The author will be charged for changes made in the proof pages. Hard copy or pdf reprints are available only from Allen Press and should be ordered when the author receives the proof pages. Allen Press will not accept reprint orders after the paper is published. The *Journal of Arachnology* also is available through www.bioone.org and www.jstor.org. Therefore, you can download the PDF version of your article from one of these sites if you or your institution is a member. PDFs of articles older than one year will be made freely available from the AAS website.

SHORT COMMUNICATIONS

Short Communications are usually limited to three journal pages, including tables and figures (11 or fewer double-spaced manuscript pages including Literature Cited; no more than 2 small figures or tables). Internal headings (METHODS, RESULTS, etc.) are omitted. Short communications must include an abstract and keywords.

COVER ARTWORK

Authors are encouraged to send quality photographs (preferably in color) to the editor-in-chief to be considered for use on the cover. Images should be at least 300 dpi.